

**IN THE CLAIMS:**

Please amend the claims as follows:

1. (currently amended) An enlarging template for use in copying an image, said template comprising a sheet of material; a series of individually identifiable regions marked on said sheet, each region having a rectangular shape and area at least partially defined by lines marked on the sheet to provide a visual indication of the outline of the region with respect to the image related by a scaling factor to an ~~output sheet size~~ imaging area of a copying machine, the scaling factor respectively corresponding to each region being indicated on said ~~sheet~~ imaging area, whereby the scaling factor to perform an enlarging copying operation on the copying machine in respect of an original image can be determined by positioning the original image ~~on or~~ under the template and determining the region on the template into which the original image fits in a desired manner and wherein said material is translucent so that the area occupied by an image can be determined when the template is placed over the image and wherein the location of each region is related to the imaging area off the copying machine and wherein the position of each region corresponds to the position in which the image to be enlarged by the associated scaling factor should be positioned within the imaging of the copying machine.

2. (cancelled)

3. (cancelled)

4. (cancelled)

5. (currently amended) An enlarging template as claimed in claim 1 where the dimensions of the template correspond to the size of an the imaging region area of the copying machine.

6. (cancelled)

7. (previously amended) An enlarging template as claimed in claim 1 where the template is rectangular and each region is defined by two intersecting edges of the template and two intersecting lines marked on the template each of the lines being parallel to one of the intersecting edges.

8. (original) An enlarging template as claimed in claim 7 wherein the regions form a series of overlapping rectangles.

9. (original) An enlarging template as claimed in claim 8 wherein graduations are provided between adjacent rectangles to provide for interpolation of the scaling factor.

10. (currently amended) A reducing template for use in copying an image, said template comprising a sheet of material; a series of individually identifiable regions marked on said sheet, each region having a rectangular shape and area at least partially defined by lines marked on the sheet to provide a visual indication of the outline of the region with respect to the image related by a scaling factor to an imaging area of a copying machine, the scaling factor for each region being indicated on said sheet, whereby the scaling factor to perform a selected copying operation on the copying machine in respect of an original image can be determined by determining the region on the template corresponding to a desired image size and wherein said material is translucent so that the area to be occupied by a reduced image can be determined when the template is placed over an area in which the image will appear and wherein the location of each region is related to the imaging area of the copying machine and wherein the position of each region corresponds to the position in which the image to be reduced by the associated scaling factor will be positioned within the region corresponding to the selected scaling factor.

11. (cancelled)

12. (cancelled)

13. (cancelled)

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14. (currently amended) A reducing template as claimed in claim 10 where the dimensions of the template correspond to the size of ~~an~~ the imaging ~~region~~ area of the copying machine.

15. (cancelled)

16. (previously amended) A reducing template as claimed in claim 10 where the template is rectangular and the regions are defined by two intersecting edges of the template and two intersecting lines marked on the template each of the lines being parallel to one of the intersecting edges.

17. (original) A reducing template as claimed in claim 16 wherein the regions form a series of overlapping rectangles.

18. (original) A reducing template as claimed in claim 17 wherein graduations are provided between adjacent rectangles to provide for interpolation of the scaling factor.